



The City of West University Place

A Neighborhood City

ZONING & PLANNING COMMISSION Municipal Building 3800 University Boulevard

MEETING MINUTES

January 14, 2016

MEMBERS PRESENT: Richard Wilson, John Cutrer, Michael McEnany, David Kuykendall, Mimi Tsai, Bob Higley, and Mac Jensen

STAFF PRESENT: Debbie Scarcella, City Planner; and Shelly Eversole, Legal Counsel

- 1. Call to Order and Notices, Rules, Etc.** Richard Wilson, Presiding Officer, called the meeting to order at 6:15 pm. He asked the ZPC members and City Staff to introduce themselves. Mr. Wilson asked if there were residents wishing to speak regarding items not on the agenda. Mrs. Aleda Drewes spoke regarding the Dincans site, library and seniors programs.
- 2. Elect Officers.** Vice-Chairman - Bob Higley moved to appoint Mike McEnany to the position of Vice-Chairman. Second by David Kuykendall. Ayes: 7. Noes: 0. **Motion Carried.** Secretary – Mac Jensen moved to appoint David Kuykendall to the position of Secretary. Second by Bob Higley. Ayes: 7. Noes: 0. **Motion Carried.**
- 3. Town Center Provisions Review.** Richard Wilson gave a brief introduction and summary of the history of the town center reviews in the past and introduced Council Member Brennan Reilly, ZPC Council Liaison. Council Member Reilly read minutes from the City Council meeting held on October 26, 2015 which directed the ZPC to review the town center provisions enacted in March 2015, specifically those related to parking and the PNC status provisions that were taken out of the provisions immediately before enacted. Council also directed the ZPC to look at any other matters necessary or appropriate to these two areas of focus. A discussion followed regarding the enacted provisions and direction from City Council.

Richard Wilson and Debbie Scarcella discussed the possibility of the City's Traffic Engineer performing an origination and destination parking study to assist the ZPC in reviewing the parking issues in town center. The O&D study would produce data that would show a more realistic use of the existing parking instead of a parking analysis which establishes textbook parking numbers based upon the usage of the structures. A discussion followed regarding the data to be collected, the parameters of the study and the end results.



Bob Higley moved for staff to obtain a revised final draft for securing a contract with Traffic Engineers, Inc. to be brought back to the commission for review. Second by Richard Wilson. Ayes: 7. Noes: 0. Motion Carried.

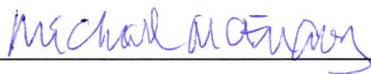
4. School Use. Richard Wilson briefly reminded the commission about the issue of schools, other than public schools, requiring a special exception to operate in a commercial zoning district. Those school related businesses, such as tutoring centers and learning academies, do not meet the city's definition of a school, public or school, other and therefore fall into a business use category which may require less parking than a school. This has become an issue in the town center with the expanded Xavier Academy. A second tutoring center just opened in the Whole Foods shopping center on Bellaire Boulevard. Some definitions were provided for the commission to consider as possible ordinance amendments. A discussion followed regarding the definitions provided. Bob Higley moved for staff to determine what wording is necessary to adequately define school so that it will encompass these types of businesses as well as traditional schools. Second by Mac Jensen. Ayes: 7. Noes: 0. Motion Carried.

5. Minutes. The commission reviewed the minutes of the meeting held on September 10, 2015. Motion to approve the minutes by Richard Wilson. Second by Michael McEnany. **Motion Carried.**

6. Executive Session (if necessary). Not used.

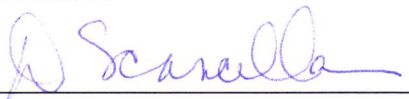
Adjournment. Richard Wilson made a motion to adjourn. Second by John Cutrer. **Motion carried.** Meeting adjourned at 8:10 pm.

PASSED THIS 11th DAY OF February, 2016.



~~Richard J. Wilson~~, Presiding Officer
Michael McEnany

ATTEST:



Debbie Scarcella, City Planner